

**PAROLE ADMINISTRATOR I**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** August 20-23, 2001

**Collective Bargaining Identification:** S12

**Job Analysis Conducted By:** Mary Sue Bautista, Staff Services Manager I  
Migdalia Siaca, Staff Services Analyst

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position Report dated January 31, 2001 there are 40 incumbents in this classification.

**Subject Matter Expert(s):** Judi Carter, Parole Administrator I, Region I  
Keith Matsuo, Parole Administrator I, Region III  
Christine Moore, Chief Deputy Administrator, CP, Region II  
Hugh Nelson, Parole Administrator II, Region IV

**INFORMATION GATHERING**  
**PAROLE ADMINISTRATOR I**

The tasks and knowledges, skills, and abilities were developed by:

- State Personnel Board Job Specification
- Previous task/KSA matrix developed in the 2000
- Consulting with Subject Matter Experts